RMIT University

Web Accessibility Initiative (WAI)
wai-eo-editors@w3.org

Wednesday, July 02, 2008

Dear Sir/Madam,

RMIT University Melbourne is currently developing a comprehensive program as part of the Web Accessibility Compliance Framework for staff in order to create and sustain a Learning and Teaching environment for all students, including those with disabilities, to achieve their educational objectives.

The program/plan commits the University to the goal of ensuring that its 'information technology (IT) systems are accessible and appropriate support is provided to students with disabilities'.

The Web Accessibility Compliance Framework will help the University achieve its objective by addressing the accessibility of all RMIT University online resources using a comprehensive approach that involves:

- Setting accessible design standards for all web resources
- Supporting the achievement of these standards through
    o Training and support services and resources
    o Design evaluation processes
    o Incorporating accessible design concerns in key business processes such as procurement, development methodologies and recruitment of web specialist staff
- Ongoing monitoring of compliance with the standards
- Development of governance structures to ensure accountability. (Framework p. 4)

The Framework details a comprehensive training program that covers 20 modules, from *Writing Equivalent Text Alternatives* to *Advanced Multimedia Accessible Design*. The training uses concrete examples of good and poor practice to demonstrate accessible web design.

On this note, we are seeking permission to include **W3C Quick tips to make accessible websites from url: http://www.w3.org/WAI/quicktips/** as part of the tutorials (PowerPoint Lecture Slides) to clearly illustrate the different aspects of web accessibility. We intend to distribute the modules face-face, in CD-ROM and online.

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Please include the Permission Reference Number CL8033 in all correspondence.

Sincerely,

Celeste Simpliciano
Permissions Officer
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Educational Technology Advancement Group
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Copyright Clearance form

Web Accessibility Initiative (WAI)
wai-eo-editors@w3.org

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W3C quick tips to make accessible websites

Source: http://www.w3.org/WAI/quicktips/

The links in the Quick Tips below mostly go to the techniques documents that provide implementation guidance - including explanations, strategies, and detailed markup examples.

1. **Images & animations:** Use the **alt** attribute to describe the function of each visual.
2. **Image maps.** Use the client-side **map** and text for hotspots.
3. **Multimedia.** Provide captioning and transcripts of audio, and descriptions of video.
4. **Hypertext links.** Use text that makes sense when read out of context. For example, avoid "click here."
5. **Page organization.** Use headings, lists, and consistent structure. Use **CSS** for layout and style where possible.
6. **Graphs & charts.** Summarize or use the **longdesc** attribute.
7. **Scripts, applets, & plug-ins.** Provide alternative content in case active features are inaccessible or unsupported.
8. **Frames.** Use the **noframes** element and meaningful titles.
9. **Tables.** Make line-by-line reading sensible. Summarize.
10. **Check your work.** Validate. Use tools, checklist, and guidelines at http://www.w3.org/TR/WCAG